



State of Utah

GARY R. HERBERT
Governor

GREG BELL
Lieutenant Governor

Department of Human Services

PALMER De PAULIS
Executive Director

Division of Services for People with Disabilities

PAUL T. SMITH
Director

MEMORANDUM

To: DSPD Finance Staff, External Support Coordinators, and Providers

From: Paul T. Smith, Division Director *PTS*

Subject: Rate increase

Date: May 23, 2012

Dear Staff, External Support Coordinators, & Providers,

The last legislative session held many good things for people with disabilities, this included a 3.5% rate increase to service codes. This rate increase will go into effect on July 1st 2012. DSPD will be able to increase all rates automatically except 'worksheet' rates (eg. RHS, PPS, HHS, SEI, DSP, DSI, and DSG). In order for the worksheet rate increase to take effect, Support Coordinators will need to fill out the new attached worksheet and send it back to DSPD as soon as possible.

The attached worksheets include the 3.5% increase and account for a new max rate. The attached worksheets are protected except for certain cells which allow input. If support coordinators have not updated people's worksheets, this is a great opportunity to make their worksheets current.

Please note that hours may only be entered in quarter units (eg. 1.0, 1.25, 1.5, 1.75, etc...) if the old worksheet from which you are working is not in quarter units, please round to the nearest quarter unit (eg. 2.575 would be rounded to 2.5).

Please email all updated worksheets to Darcy Anderson (darcyhanderson@utah.gov). It is extremely important for the rate increase that this is done as soon as possible. **All updated worksheets must be received by 5pm Friday June 15th, 2012.**

If you expect that your employees may have questions about how to properly complete a worksheet, and/or would like a refresher for yourself, SCE company owners are invited to obtain technical assistance, either in-person or via calling, anytime from 10am – 4pm on June 5th, 6th, and 7th at the following offices where there will be staff dedicated to answering your questions about completing the new worksheet.

Salt Lake City Office (195 North 1950 West, 3rd Floor, DSPD Conf. Room), call-in: 877-820-7831, # 396008
Provo Office (150 East Center, Suite 5100, Provo), call-in: 877-820-7831, #794101
Clearfield Office (1290 East 1450 South, Clearfield, 2nd floor), call-in: 877-820-7831, #173654

Thank you again, and please have all updated worksheets submitted by 5pm Friday, June 15th.

Paul T. Smith